

Intranet Quorum 3 – Basic Training Topics

Introduction to IQ3

My IQ Page

- Search IQ
- Top 5
- Document Directory
- Recent People
- Schedule
- Announcements
- My Work
- Calendar

IQ Tabs

- People Tab
- Mail Tab
- Workflow Tab
- Documents Tab
- Calendar Tab
- Admin Tab

Find/Add People

- Find/Add Results
- Creating a New People Record (No Match)
- Saved People Records

Log in Mail

- Add Mail

Approved Mail Record Page

- Form Letter Response
- Custom Letter Response

Workflow

- Creating a Workflow
- Finding Open Workflows
- Workflow Panels and New Action

Menu Items

- Sending Mail Through a Workflow
- Creating and Removing Agency

Contacts